

GOLDEN RAIN FOUNDATION

Heat Illness Prevention Program

PURPOSE

The purpose of this Heat Illness Prevention Program (HIPP) is to communicate and create awareness for GRF employees on heat related health hazards. The HIPP describes procedures and prevention steps in addressing the impact of heat illness in outdoor and indoor GRF work settings. It also provides information for guidance and resources to keep safe, both indoors and outdoors, when temperatures rise to levels that may pose such health hazards.

ASSIGNMENT OF RESPONSIBILITY

Overall authority and responsibility for implementing the provisions of this program at GRF is Eric Wong, Director of Human Resources in partnership with Ann Mottola, Director of Community Services and Jeroen Wright, Director of Mutual Operations.

In addition, all managers and supervisors are responsible for implementing and maintaining the HIPP in their assigned work areas and for ensuring workers receive answers to questions about these safety procedures.

All employees are responsible for using safe work practices; following all directives, policies and procedures; and assisting in maintaining a safe workplace environment.

TRAINING

Training will be provided to all GRF employees who work in outdoor or indoor environments that are at risk for high heat exposure. Training records will be maintained and will include the date of the training, who performed the training, training attendees, and the topics covered. Training records will be maintained in the Human Resources department.

1. All Managing Supervisors, Senior Leaders and Foreman (also referred to as Supervisory Leaders for the administrative purposes of the HIPP) will be initially trained on the HIPP and the importance of their roles and responsibilities in ensuring the Program's success. New supervisory leaders will be trained prior to being assigned to supervise other workers. Training will include GRF's written procedures and the steps supervising leaders should follow when employees exhibit symptoms consistent with heat illness.
2. All employees who work in outdoor and indoor environments that are at risk for heat

illness will be trained on the HIPP. It is the Foundation's responsibility to provide water, access to cool-down areas or shade, preventative cool-down rest breaks, and first aid. It is the right of all GRF employees to exercise their rights under the HIPP without fear of retaliation.

3. Supervisory Leaders will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.
4. Supervisory Leaders will be instructed on how weather information as reviewed by Senior Management will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.
5. Supervisory Leaders will be provided with safety-related training prior to working. Training will include all aspects of implementing this company's written procedures, including access to sufficient water and shade or cool-down areas, cool down rests, high-heat procedures, emergency response procedures, control measures, importance of frequent consumption of water, different types of heat illness, common signs and symptoms of heat illness, and acclimatization procedures. Employees and Supervisory Leaders will also be trained on the environmental and personal risk factors of heat illness, as well as the burden of heat load on the body caused by exertion, clothing, and personal protective equipment. The importance of immediately reporting signs and symptoms of heat illness will be especially emphasized (*see Appendix B*).
6. In addition to initial training, workers will be retrained or reminded annually of HIPP procedures including safety awareness and expectation during days of excessive heat.
7. Designated employees will be trained on the steps for obtaining assistance or contacting emergency medical services, and the importance of remaining at the scene to meet with and help direct emergency responders to the location of an employee who may become ill due to heat related stress.
8. On days of excessive heat, employees will receive reminders to reinforce heat illness prevention, reminders to drink water frequently through the day, and the importance of replenishing water supplies as needed through on-site resources. Locations of on-site drinking water resources will be discussed. Employees will also be reminded about shade or cool-down areas, and a reminder to be on the lookout for signs and symptoms of heat illness among co-workers.
9. New workers will be further instructed to contact a Foreman or other internal or external department management representative for assistance.

PROVISION OF WATER

1. Fresh, pure, suitably cool water will be provided to workers free of charge. Employees may access water at any of GRF's breakroom facilities.

- A. For employees working outdoors in the field, drinking water containers of a minimum of 5 gallons each will be brought to the worksite on days of excessive heat so that at least 2 quarts of water per employee are available throughout the day. All employees will have access to drinking water at the facility where their shift begins.
 - B. For employees who are assigned to work outdoors, 2-quart plastic water containers (at minimum) will be provided to each employee for personal use and to fill from water containers brought to work sites. Employees are encouraged to write their names on their containers so as not to confuse them with containers of other employees and to keep them clean.
2. Supervising Leaders will ensure that the water is fresh, pure, and suitably cool through instructions on where to locate or retrieve drinking water from appropriate dispensing resources. During hot weather or high indoor heat work conditions, the water will be cooler than the ambient temperature, but not so cool as to cause discomfort.
3. Employees will be able to access water at all assigned work locations and in proximity to shaded locations or cooling facilities through the use of portable water containers.
4. Workers will be reminded and encouraged to frequently consume small quantities of water at the start of their shift and throughout the day.
5. All water containers will be kept in a sanitary condition. Water provided through a non-potable resource is not acceptable.
6. For outdoor work locations, when the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings or reminders will be communicated before the commencement of work to encourage employees to drink plenty of water and to remind them of their right to take a cool-down rest breaks when necessary. Additionally, the number of water breaks will be increased as appropriate to prevent individual employee heat illness. Supervisory Leaders will lead by example and remind workers throughout the work shift to drink water. (See High Heat Procedures below.)

ACCESS TO SHADE

In situations where building shadows, trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated before assuming that sufficient shadow is being cast to protect employees.

1. Before building shade, trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect workers throughout the workday, as the shade moves.
 2. Shade will be as close as practicable to the workers when the outdoor temperature equals or exceeds 80 degrees Fahrenheit. If no shade is available through cooling locations or shade structures and if temperatures are below 80 degrees Fahrenheit, upon request by the employee, medical assistance will be obtained.
 3. Enough shade will be available at the site or a cooling location provided to accommodate all of the workers who are on a break at any point in time. During meal periods, there will be enough shade for all workers who choose to remain in the general area of work or in areas designated for recovery and rest periods. If shade is not available, employees will be directed to another location that provides adequate shade or to one of GRF's several cooling location options. To ensure that the provided shade will be enough, employees may be rotated in and out of breaks, including meal periods, and recovery and rest periods, if the number of workers in the crew is higher than the number that can fit comfortably under the shade.
 4. Workers will be informed of the shade or cool-down locations and will be encouraged to take a five-minute cool-down rest break. Such access will be permitted at all times. An employee who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs and symptoms of heat illness have abated.
 5. If adequate shade is not available or if employees are not within accessible distance of a cooling location, shade structures may be set-up and relocated to be placed as close as practicable to employees working outdoors so that access to shade is provided at all times. To ensure this is done, the department Supervisory Leaders will determine if a shade structure is needed. All workers on a recovery, rest break, or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

ACCESS TO COOL-DOWN AREAS

Cool-down areas are located in employee breakrooms at each employee work facility, including Gateway and Mutual Operations (MOD) office buildings. The Golf Landscape facility breakroom is also available for these purposes and is open/accessible through the warehouse door. Aquatics personnel may also use the administrative office located at Tice Creek Fitness Center for such purposes. The temperature in GRF indoor cool-down areas

will be maintained at less than 82 degrees Fahrenheit through use of air-conditioning systems.

Cool-down areas will be available to collectively accommodate all employees who are on a break at any point in time and will have enough space so that all workers on break can sit in a normal posture in the cool-down area without having to be in physical contact with each other.

Workers will be informed of the location of the cool-down areas and will be allowed and encouraged to take cool-down breaks whenever they feel they need to do so to encourage heat illness prevention. An employee who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the employee be ordered back to work until signs or symptoms of heat illness have subsided. If an employee exhibits signs or symptoms of heat illness while on a preventative cool-down rest break, then appropriate first aid or emergency responders will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

MONITORING OUTDOOR AND INDOOR TEMPERATURES

Outdoor Temperatures

Supervisory Leaders will be trained and instructed to check the extended weather forecast in advance. Weather forecasts will be checked to verify weather conditions and forecasts through Earth Networks weather monitoring system (<https://owc.enterprise.earthnetworks.com/OnlineWeatherCenter.aspx?aid=4591>), which is available through the internet and certain mobile devices. Supervisory Leaders can also check weather conditions by contacting a Senior Manager or Human Resources, who will verify weather forecasts and temperatures using the same information resource.

1. Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the Heat Index Chart (Appendix A) to evaluate the risk level for heat illness exposures. Determination will be made of on the likelihood of employees being exposed to temperatures and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses.
2. When temperatures above 95 degrees are expected, high heat procedures will be implemented which include communication methods, continuous reminders and close monitoring of team members.

Indoor Temperatures

An indoor thermometer will be used in indoor work locations to monitor temperatures or heat index. These work settings include indoor locations that do not have air conditioning systems to provide adequate cooling. Thermometers will be maintained according to manufacturer's recommendations and the instruments used to measure the heat index will be based on the heat index chart as indicated in Appendix A of the HIPP. The locations for indoor temperature thermometers are:

- A. Tice Creek Pool
- B. Transportation Mechanics Shop
- C. Golf Warehouse

1. The temperature or heat index will be measured and recorded by Supervisory Leaders.
2. Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, whichever is later, and made available at the worksites listed above to employees or designated representatives upon request. The records will include the date, time, and specific location of all measurements. Department Managers are responsible for maintaining these records.
3. Initial temperature or heat index measurements shall be taken where employees work and at times during the work shift when worker exposures are expected to be the greatest, and when temperatures are anticipated to equal or exceed 82 degrees Fahrenheit.
4. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where employees work and at times during the work shift when employee exposures to higher temperatures are expected to be the greatest.

CONTROL MEASURES FOR INDOOR PLACES OF WORK

Control measures will be implemented when either of the following occurs:

1. Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
2. Indoor temperature is 82 degrees Fahrenheit or higher and workers are either:
 - Wearing clothing that restricts heat removal or
 - Working in an area with high radiant heat.

Employees working in most indoor work facilities will have access to controlled air temperatures through use of air conditioning systems. Cooling fans are also available for additional support.

For employees working in indoor locations without air conditioning or effective use of cooling fans, the frequency of breaks will be permitted and as needed so that employees may rest in a cooler environment, such as a shady location or an air-conditioned building.

If operations do not allow frequency of breaks to be increased, department will follow Appendix C – GRF Operating Procedures on Excessive Heat Days.

In addition, work schedules may be modified at the discretion of the Senior Manager to include shorter shifts; shifts earlier in the morning; or at other times when indoor temperatures are not expected to exceed heat indexes as listed above and to help avoid excessive heat exposure.

HIGH-HEAT PROCEDURES

High-Heat Procedures are additional preventive measures that the Golden Rain Foundation will use when the temperature equals or exceeds 95 degrees Fahrenheit in outdoor places of work.

1. Effective communication through in-person communication or use of electronic communication devices will be utilized so that employees at the worksite can contact a supervisor when necessary, when face to face communication is not possible.
2. Frequent communication will be maintained with employees working by themselves or in smaller groups through in-person contact or through electronic communication devices. Employees will be instructed to be observant of possible symptoms of heat illness (See Appendix B). Employees working in the field will be supervised regularly and as frequently as possible or work in teams since a worker in distress may not be able to summon help on their own.
3. Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When Supervisory Leaders are not available, an alternate responsible person will be designated by the Managing Supervisor ahead of time and the responsible person will be assigned to observe and look for signs and symptoms of heat illness. If a Supervisory Leader or any employee reports any sign or symptom of heat illness in any employee, the person with communication responsibilities will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).
4. Employees will be reminded throughout their work shift to drink plenty of water and take preventative cool-down rest breaks when needed. This will be encouraged

throughout the day by the Supervisory Leaders or other management designee.

5. Information will be provided before the commencement of work or in anticipation of days with excessive heat to review HIPP high-heat procedures, encourage workers to drink plenty of water, and remind workers of their right to take a cool-down rest when necessary.

HEAT WAVE PROCEDURES FOR OUTDOOR PLACES OF WORK

Heat wave is considered any day in where the predicted high temperature for the day will be at least 80 degrees Fahrenheit *and* at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

1. During a heat wave, all workers will be closely observed by a Supervisory Leader or other responsible designees by management for visual signs of heat related illness. Verbal communication will also be used to verify health and safety and to ensure employees are not experiencing symptoms related to heat illness.
2. During a heat wave or heat spike and before starting work, meetings or other in-person communication will be conducted to review GRF's HIPP standards, the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.
3. Each worker will be encouraged to be a "buddy" to each other, and be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when anyone displays possible signs or symptoms of heat illness.

PROCEDURES FOR ACCLIMATIZATION

Acclimatization is the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to higher temperatures. The body needs time to adapt when temperatures rise suddenly, and a worker risks heat illness by not adapting appropriately when a heat wave or heat spike strikes, or when starting a new job that exposes the worker to heat to which the worker's body hasn't yet adjusted. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that employees are not accustomed to:

1. The weather will be monitored daily. Supervisory Leaders will be on the lookout for heat waves, heat spikes, or temperatures to which employees have not been exposed for several weeks or longer.

2. New employees and those who have been newly assigned to a high-heat area will be closely observed by the Supervisory Leaders management designee for at least the first 14 days. Verbal communication will be used to remind workers of heat illness prevention standards, verify health and safety status, and ensure employees are not experiencing symptoms related to heat illness.
3. For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87 degrees Fahrenheit, or when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when a worker wears clothing that restricts heat removal or when a worker works in a high radiant heat area.
4. Employees will be trained in the importance of acclimatization, how it is developed, and how these HIPP procedures address the need of preparation and awareness.

PROCEDURES FOR EMERGENCY RESPONSE

1. The effective means and processes of bringing emergency services to an employee in need, or an employee in need of emergency medical services will be ensured by the Supervisory Leader or other responsible management designee.
2. Appropriately trained and equipped personnel through Securitas will render first aid on site and will assist in determining if external emergency medical services should be called for medical help.
3. To ensure that emergency medical services can be called, all Supervisory Leaders will have access to or will carry communication devices such as a cell phone or two-way communication devices. These communication devices will be checked prior to each shift to ensure that they are functional.
4. When an employee shows signs or symptoms of severe heat illness, emergency medical services will be called, and steps will immediately be taken to keep the stricken worker cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected worker be left unattended.
5. During a heat wave, heat spike, or hot temperatures, workers will be reminded and encouraged to immediately report to their Supervisory Leader any signs or symptoms they are experiencing.
6. Supervisory Leaders will be trained in these written procedures for emergency response.

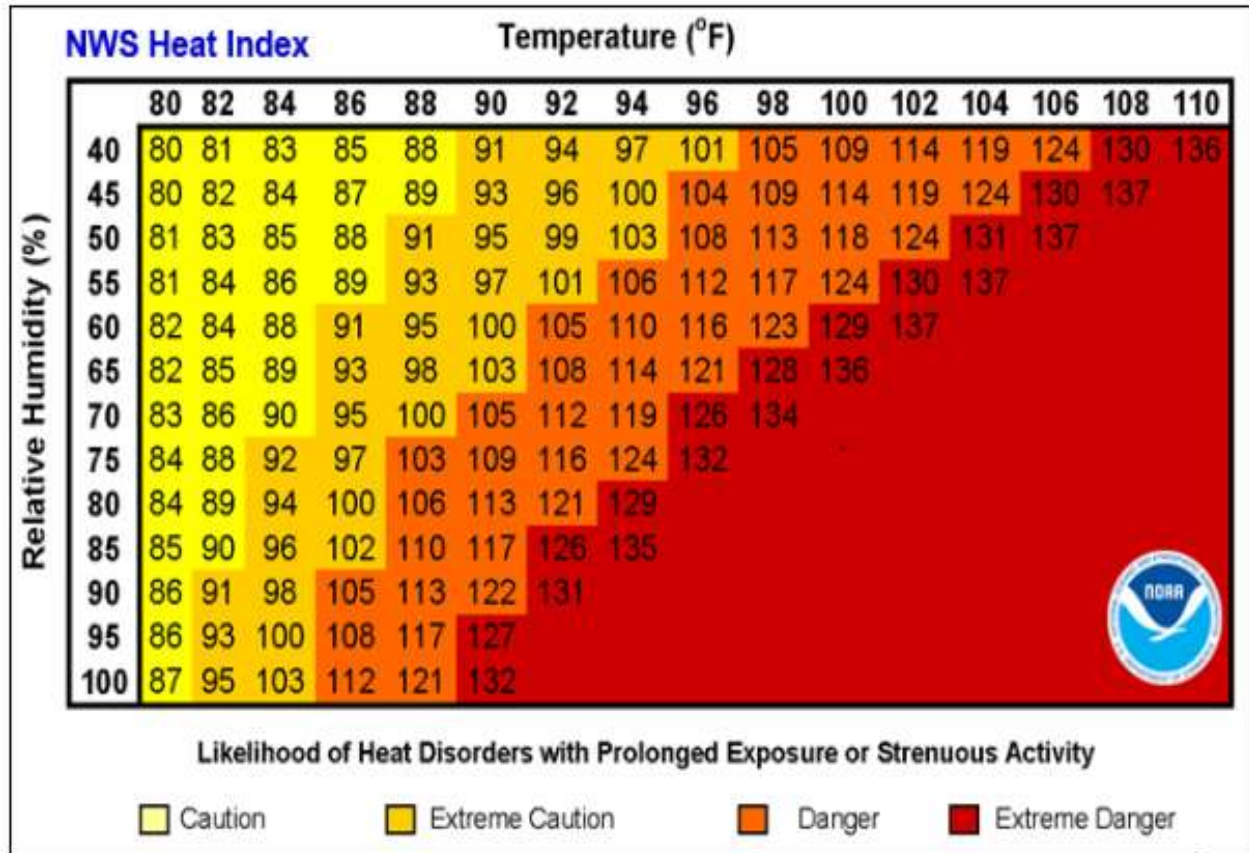
PROCEDURES FOR HANDLING AN EMPLOYEE IMPACTED BY HEAT ILLNESS

1. When an employee displays possible signs or symptoms of heat illness, a Supervisory Leader or other management designee will evaluate the sick worker and determine whether resting in an appropriate shaded or cool-down area and drinking cool water will suffice, or if emergency service providers will need to be called.

Reference will be made to Appendix B for additional information and decision-making support. A sick employee will not be left unattended until stabilized or until medical assistance is provided.

2. When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or Supervisory Leader is available at the work site, emergency service providers will be called by the Department Manager, Senior Manager, Human Resources personnel, or any available employee who is able to assist.
4. Note that in situations of high heat, it is important for employees to look out for the well-being of one another, regardless of position. In this regard, all employees are encouraged to be a “buddy” to each other, and be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when anyone displays possible signs or symptoms of heat illness.
3. Emergency service providers will be called immediately if an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not improve after drinking cool water and resting in the shade. While emergency services is enroute, first aid will be initiated (e.g., cool the worker by placing the worker in the shade, removing excess layers of clothing, and/or fanning the victim).
4. If an employee displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) emergency service providers will be called, the signs and symptoms of the victim will be communicated to them, and an ambulance will be requested.
5. A management representative or designee will remain with the employee until he/she is turned over to the care of an emergency service provider.

APPENDIX A – HEAT INDEX CHART



Classification	Heat Index	Effect on the body
Caution	80°F - 90°F	Fatigue possible with prolonged exposure and/or physical activity
Extreme Caution	90°F - 103°F	Heat stroke, heat cramps, or heat exhaustion possible with prolonged exposure and/or physical activity
Danger	103°F - 124°F	Heat cramps or heat exhaustion likely, and heat stroke possible with prolonged exposure and/or physical activity
Extreme Danger	125°F or higher	Heat stroke highly likely

APPENDIX B – SIGNS, SYMPTOMS AND TREATMENT OF HEAT ILLNESS

HEAT-RELATED ILLNESSES

WHAT TO LOOK FOR	WHAT TO DO
HEAT STROKE	
<ul style="list-style-type: none"> High body temperature (103°F or higher) Hot, red, dry, or damp skin Fast, strong pulse Headache Dizziness Nausea Confusion Losing consciousness (passing out) 	<ul style="list-style-type: none"> Call 911 right away-heat stroke is a medical emergency Move the person to a cooler place Help lower the person's temperature with cool cloths or a cool bath Do not give the person anything to drink
HEAT EXHAUSTION	
<ul style="list-style-type: none"> Heavy sweating Cold, pale, and clammy skin Fast, weak pulse Nausea or vomiting Muscle cramps Tiredness or weakness Dizziness Headache Fainting (passing out) 	<ul style="list-style-type: none"> Move to a cool place Loosen your clothes Put cool, wet cloths on your body or take a cool bath Sip water <p>Get medical help right away if:</p> <ul style="list-style-type: none"> You are throwing up Your symptoms get worse Your symptoms last longer than 1 hour
HEAT CRAMPS	
<ul style="list-style-type: none"> Heavy sweating during intense exercise Muscle pain or spasms 	<ul style="list-style-type: none"> Stop physical activity and move to a cool place Drink water or a sports drink Wait for cramps to go away before you do any more physical activity <p>Get medical help right away if:</p> <ul style="list-style-type: none"> Cramps last longer than 1 hour You're on a low-sodium diet You have heart problems
SUNBURN	
<ul style="list-style-type: none"> Painful, red, and warm skin Blisters on the skin 	<ul style="list-style-type: none"> Stay out of the sun until your sunburn heals Put cool cloths on sunburned areas or take a cool bath Put moisturizing lotion on sunburned areas Do not break blisters
HEAT RASH	
<ul style="list-style-type: none"> Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases) 	<ul style="list-style-type: none"> Stay in a cool, dry place Keep the rash dry Use powder (like baby powder) to soothe the rash



APPENDIX C – GRF OPERATING PROCEDURES ON EXCESSIVE HEAT DAYS

(As of August 21, 2024)

The following standards apply to all GRF employees operating in work in environments that are susceptible to excessive heat and may be subject to changes periodically and as needed:

- When temperatures exceed 95 degrees Fahrenheit as reported by Earth Networks Online Weather Center:

(<https://owc.enterprise.earthnetworks.com/OnlineWeatherCenter.aspx?aid=4591>)

Or, when the indoor temperature of a non-conditioned facility reaches 95 degrees Fahrenheit, employees working in heat-sensitive positions may, with the Department Manager's approval, voluntarily leave for the remainder of their work shift. Employees may choose to use accrued vacation time or take the remaining portion of their schedule work shift as unpaid time off.

- When temperatures reach 102 degrees Fahrenheit as reported by Earth Networks Online Weather Center, or when the indoor temperature of a non-conditioned facility reaches 102 degrees Fahrenheit, at Senior Management discretion, Department Managers may either 1) assign employees working in positions impacted by extreme heat conditions to other work projects or assignments for which they are qualified to perform, in a cooler and shaded environment; or 2) determine if employees should be sent home.
- Should Senior Management decide to send impacted employees home for the remainder of the day due to excessive heat at or above 102 degrees Fahrenheit, they will receive pay at their regular hourly rate for the remainder of their unworked schedule. No paid time is given for employees on such days who do not report to work for their regularly scheduled shift.
- Any employee experiencing physical difficulties as the result of high temperatures should immediately contact their Supervisory Leader or the Senior Manager to discuss safety needs and options.